

SAP_Report of Purchase Orders with WFs Information

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1 Access and data selection

This report makes it possible to visualize the status of purchase orders, as well as the persons who are involved in this process of approval.

The transaction is **ZWF_MM_PO_LOG**

This report will display the purchase orders processed with the new workflow which came into effect on 21/06/2015. We will also be able to check those associated with the old workflow, although it will not offer the same degree of information.

Report of Purchase Orders with WFs Information

1 **WFs Status Selection**

☐ In Process

☐ Rejected

☐ Released

☐ Without Release Strategy

2 **Purchase Documents Selection**

Company Code to

Plant to

Purchasing Document Number to

Purchasing Document Date ≥ 21.06.2015 to

Vendor Account Number to

Purchasing Organization to

Purchasing Group to

Release Strategy to

Processed By (User Name)

Actual Agent

3 **Execution Mode Selection**

☒ Normal Mode

☐ Log Mode

ALV Layout Variant

4

1. We must filter the selection of data on the basis of the current state of the purchase order and may choose one, several or all:

- **In Process:** Purchase orders in the process of being approved (it may have been approved by a user and the following steps of approval may be pending according to the limits defined).
- **Rejected:** Purchase orders rejected by any of their approvers.
- **Released:** Purchase orders completely liberated by all the necessary approvers and sent to the supplier.
- **Without Release Strategy:** Purchase orders that do not required authorization by any user.

2. It will be mandatory to select the company or companies to consult.

3. Additionally we can filter by:


- Centre or business area.
- Purchasing document number.
- Purchasing document date (the date fixed in the variant in which the entry into production of the new workflow; the previous documents are not visible through this report)
- Vendor account number.
- Purchasing organization.
- Release strategy.
- Sap user who has taken part in the process of approval.
- Current agent (this allows the purchase orders which are pending approval to be filter in the mailbox of a specific SAP user)

4. We shall execute the report in **normal mode**. The log mode presents one line per passage of the workflow and is designed for the analysis of the IT department.

2 Data Shown

The listing will show us one line per supplier purchase order to be liberated with all the information relative to the document (status, Company code, plant, purchasing document, PO date, vendor name, purchasing organization, purchasing group, release strategy, number of approvers, net order value, department, actual agent name, approver users, reject reason,...)

Report of Purchase Orders with WFs Information								
Actual Status	CoCode	Company Name	Plant	Plant Name	Purch.Doc.	PO Date	Entry Date	Vendor
RELEASED	ES10	NH HOTELES ESPAÑA, S.A.	0302	ES10NH COLLECT PALACIO AVILES	4500757232	22.06.2015	22.06.2015	3482
RELEASED	ES10	NH HOTELES ESPAÑA, S.A.	0081	ES10NH CALDERON	4500757457	22.06.2015	22.06.2015	712
RELEASED	ES10	NH HOTELES ESPAÑA, S.A.	9103	ES10CS SPAIN MADRID	4500757573	22.06.2015	22.06.2015	1882
RELEASED	ES10	NH HOTELES ESPAÑA, S.A.	9103	ES10CS SPAIN MADRID	4500757609	22.06.2015	22.06.2015	7332

From the listing, we can go to the log of the approval workflow 

Data on Linked Workflows

Workflows for Object: 4500757232

Title	Creation Da...	Creation ...	Status	Task
Liberar Pedido 4500757232 Código 01	22.06.2015	09:03:53	Completed	Release Purchase Order


Current data for started workflow: Liberar Pedido 4500757232 Código 01

Steps in this process so far

Step name	Status	Result	Creation Date/Time	End Date/Time	Agent
Crear mediante clave instancia objeto	Completed		22.06.2015 09:03:53	22.06.2015 09:03:53	Workflow System
Get_PO_Author	Completed		22.06.2015 09:03:53	22.06.2015 09:03:53	Workflow System
Get Flow Number	Completed		22.06.2015 09:03:53	22.06.2015 09:03:53	Workflow System
Get Last Approver	Completed		22.06.2015 09:03:53	22.06.2015 09:03:56	Workflow System
Get Agents to Release	Completed		22.06.2015 09:03:56	22.06.2015 09:03:57	Workflow System
Get if is approval automatic	Completed		22.06.2015 09:03:57	22.06.2015 09:03:57	Workflow System

And to the SAP user who is responsible for the workflow at that moment 


Recipients:Release PO number 4500778853

TS 99900132	Release PO
US E00000057500	MANUEL MARIA GOMEZ GAMARRA 

Let's take a look at the information relative to approval that we are shown for each state:

IN PROCESS: We can check who has to approve a purchase order. In this example we can see a purchase order pending at the 2nd of approval, previously validated by the previous approver.

Report of Purchase Orders with WFs Information

Rel Code 1	Descrip of Rel Cod 1	Rej. Reas.	Rej. Date	Act Rel Co	Desc. Actual Rel Cod	Actual Agent	Actual Agent Name	Approver 1	User Name 1	Job Name 1	Action 1
01	Hotel Manager			10	Director Dpt. BU	E00000057500	MANUEL MARIA GOMEZ GAMARRA	E00000089633	JESUS JUAN ARNEDO BIURRARENA	HOTEL_DIRECT	

REJECTED: This purchase order has been rejected. We can see who has rejected it, the reason (it is a field from which we will be able to see the details of the reason for rejection) and the date of rejection.

Report of Purchase Orders with WFs Information

Net Value	Crcy	Department	Rel Code 1	Descrip of Rel Cod 1	Reject Reason	Rel. Date	Act Rel Co	Desc.	Actual Rel Cod	Act.Agent	Act Ag Nam	Approver 1	User Name 1	Job Name 1	Action
0,00	EUR	OP	01	Hotel Manager	Others.	23.06.2015						E00000023060	LETICIA MURO AGUILAR	HOTEL_DIRECT	
12.302,08	EUR	OP	10	Director Opt. BU	Others.	01.07.2015						E00000004672	ANJA LODENS	DIRECTOR	

Display Rejection Reason on Release: 45007583440101 Language EN

F..	L	Row Text	R
	1.....2.....3.....4.....5.....6.....7..	
*		Reject Reason: OTHERS Others.	
*			
*		Wrong PO	

RELEASED: We can check who has approved a purchase order. In the example shown, we can see two approved purchase orders with two levels of approval.

Report of Purchase Orders with WFs Information

Act.Agent	Act Ag Nam	Approver 1	User Name 1	Job Name 1	Action 1	Rel Code 2	Descrip of Rel Cod 2	Approver 2	User Name 2	Job Name 2	Action 2
		E00000003656	EGBERT BRINKS	HOTEL_DIRECT	✓	OZ	Operations Regional	E00000002923	ERNST VAN DER WAAL	MANAGER	✓
		E000000023060	LETICIA MURO AGUILAR	HOTEL_DIRECT	✓	OZ	Operations Regional	E000000065166	GERT KAP	MANAGER	✓

3 Document version

Version	Corporate area	Approved by	Type of document	Date
1	IT & Organization Department		Related document	September 2015